

The following notice appeared on the Township Committee's April 14, 2020 Workshop and Official Meeting Agendas

**TOWNSHIP OF CRANFORD
SUNSHINE NOTICE
TOWNSHIP COMMITTEE MEETING
April 14, 2020**

Due to the ongoing public health emergency, and the Governor's Executive Orders related to the same, the Township Committee of the Township of Cranford will conduct all meetings remotely and by electronic means for the foreseeable future. The Township Committee will continue to meet on their regularly scheduled meeting dates and times.

In accordance with N.J.S.A. 10:4-6 (the "Open Public Meetings Act") and consistent with the Department of Community Affairs, Division of Local Government Services guidelines, the Township Committee Meetings will be open to the public by electronic means. Residents can view the meetings on TV-35, and via livestream on [TV-35's Facebook Page](#).

Residents who wish to participate in the virtual meeting for purposes of making a public comment or to participate in any scheduled public hearing should follow the instructions and complete the registration form available at the Township of Cranford's website at <https://www.cranfordnj.org/minutes-and-agendas>.

The Minutes of the Workshop Meeting of the Township Committee of the Township of Cranford, County of Union, State of New Jersey on **April 14, 2020** at **6:31** p.m. remotely and by electronic means.

THIS MEETING IS IN COMPLIANCE WITH THE “OPEN PUBLIC MEETINGS ACT” AS ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED BY E-MAILING THE ANNUAL SCHEDULE OF MEETINGS TO THE WESTFIELD LEADER, THE UNION COUNTY LOCAL SOURCE, THE STAR LEDGER, AND TAP INTO CRANFORD, BY POSTING SUCH ANNUAL MEETING SCHEDULE ON A BULLETIN BOARD IN THE TOWN HALL RESERVED FOR SUCH ANNOUNCEMENTS AND THE FILING OF SAID NOTICE WITH THE TOWNSHIP CLERK OF CRANFORD. FORMAL ACTION MAY BE TAKEN AT THIS MEETING.

Present: Mayor Patrick Giblin
Deputy Mayor Kathleen Prunty
Commissioner Thomas H. Hannen, Jr.*
Commissioner Jean-Albert Maisonneuve
Commissioner Mary O’Connor

Absent: None

The Township Committee held the Workshop Meeting by telephone conference (as per the public notice, remotely and by electronic means.)

Commissioner Hannen arrived to the Workshop Meeting at 6:35 p.m.

Administrator Jamie Cryan, Township Attorney Ryan Cooper, and Township Clerk Patricia Donahue were present.

Public Comments

Mayor Giblin opened the public comments portion of the meeting and asked if there were any questions or comments. Township Attorney Ryan Cooper stated that no email requests to join the Workshop Meeting had been received from members of the public. Hearing no comments, Mayor Giblin closed the public comments portion of the meeting.

COVID-19 Update

Fire Lieutenant Matthew Lubin, Township Coordinator, Emergency Management Council, was present via Video/Teleconference.

The Mayor stated that he wanted the members of the public to be further apprised of the Coronavirus as well as the Township’s emergency measures in place to cope with the public health crisis. He then introduced Fire Lieutenant Matthew Lubin, Township Coordinator, Emergency Management Council.

Lieutenant Lubin noted that there were a greater number of 911 calls during this COVID-19 period. He spoke about the cleaning protocols in place. Lieutenant Lubin stated that both the Fire Department staff and Emergency Medical Technicians take temperature checks at the beginning of their shifts. He noted that the Township had obtained needed Personal Protective Equipment (PPE). Lieutenant Lubin stated that members of the public should not be concerned if they saw Fire and Medical Township employees wearing PPE as such gear was now standard. He spoke about the increase in available COVID-19 testing and noted that the daily number of infections' curve was starting to flatten. Lieutenant Lubin provided a brief overview of government support and conference calls he participated in including working with FEMA (Federal Emergency Management Agency) and the ROIC (New Jersey Regional Operations and Intelligence Center). He spoke about the private sector partnerships and the help received, specifically in regards to cleaning assistance. Lieutenant Lubin warned residents to be careful with cyber security, noting that this unusual public health crisis time lent itself to vulnerability with cyber-attacks.

Mayor Giblin thanked Lieutenant Lubin for his work and for meeting with him via teleconference every day. The Mayor spoke about the additional COVID-19-related deaths in the community. He then asked for a minute of silence to remember those persons who had passed away due to COVID-19.

Drive-Thru Groceries and Boxcar

Joseph Colangelo of Boxcar, Inc. was present via Video/Teleconference.

Commissioner Maisonneuve introduced Mr. Joseph Colangelo, the founder and Chief Executive Officer of Boxcar, Inc.

Mr. Colangelo stated that he oversaw a company which offered bus seats and parking spots to commuters. With the COVID-19 public health crisis, Mr. Colangelo stated that the commuter business had significantly dropped. He then spoke about starting a new business during the previous ten (10) days, specifically a drive-thru grocery business. Mr. Colangelo spoke about the program, specifically that members of the public pay in advance for a box of groceries, milk and eggs and then pick up the groceries in a parking lot, never leaving their car. Mr. Colangelo spoke about his successful experience with this new initiative in the Borough of Madison as well as his partnership with Gargiulo Produce to obtain the groceries. He noted that the public health crisis had resulted in extra grocery inventory for Gargiulo as restaurants, airlines and schools had closed operations and/or had diminished grocery demand. Mr. Colangelo requested that Boxcar utilize a property in Cranford for the drive-thru service. Discussion ensued regarding parking lots in Cranford, whether Boxcar Inc. would compensate the Township for use of a public parking lot, whether this initiative was a for-profit endeavor, insurance requirements in Madison, Department of Health regulations, whether Dreyer Farms had been approached regarding this initiative, how authorization of this initiative would be perceived by businesses who pay taxes and whether there was a minimum dollar grocery order. Mr. Cooper noted there may be zoning issues associated with the Orange Avenue pool (as it is considered residential zoning.)

Sewer Bill Extension of Payment Deadline

Chief Financial Officer Lavona Patterson was present via Video/Teleconference.

Mayor Giblin spoke about proposed resolution No. 2020-188 which pertained to extending the annual sewer bill payment grace period from May 30, 2020 to July 30, 2020. He stated that while the Township was unable to extend the tax deadline of May 1st (as it was state-mandated,) the Township could assist with the annual sewer bill deadline. Commissioner Hannen inquired whether Administrator Cryan had made arrangements for residents who normally pay their taxes in person at Township Hall. Mayor Giblin responded that the Township website provided tax payment guidance, i.e., residents 1) could deposit their payments in the orange mailbox outside of the Township building, 2) pay online or 3) mail the taxes to the building.

Emergency Management Technicians (EMTs) Hires

Fire Chief Daniel Czeh and Battalion Chief Brian Ingraham were present via Video/Teleconference.

Fire Chief Dan Czeh spoke about the vacancies on the Emergency Medical Technician roster and the ensuing need to alleviate the use of staff overtime. He recommended the hire of five (5) per diem Emergency Medical Technicians. Battalion Chief Ingraham stated that both the call volume and the time per call had increased dramatically with the COVID-19 public health crisis. Discussion ensued. Mayor Giblin thanked Chief Czeh and Battalion Chief Ingraham for their work and requested they let him know if they needed anything.

Rahway River Mayors Council

Mayor Giblin spoke about the correspondence sent from the Mayors Council Rahway River Watershed Flood Control that day to Commissioner McCabe of the New Jersey Department of Environmental Protection regarding a request for assistance with activities related to the Rahway River Flood Risk Mitigation Feasibility Study. Commissioner Hannen briefly elaborated on this matter.

Desilting and Dam Gate Replacement Status Update

Mayor Giblin noted that the Rahway River water level in Cranford was low. Mayor Giblin then thanked the efforts of last year's Township Committee and former Deputy Mayor Dooley for their work which led to the desilting project and replacement of dam gates initiative. Administrator Jamie Cryan noted that the project was almost fully complete and briefly elaborated about some remaining punch list items such as better fitting of gates and topsoil.

Review Official Meeting Agenda

Mayor Giblin inquired whether there were any questions regarding the Official Meeting Agenda including the proposed adoption of the 2020 Municipal Budget and the 2020 DMC Budget and the introduction of Bond Ordinance 2020-06. Members of the Township Committee had no feedback.

Minute Approval – Closed Session Minutes of February 10th, February 11th, March 30th and March 31st

Commissioner Hannen stated that he had a question regarding the Workshop Meeting Agenda Minutes of February 10th. Township Clerk Patricia Donahue stated that the February 10th Workshop minutes would then be taken off for Committee approval on the evening's Official Meeting Agenda.

Commissioner Hannen made a motion to adopt the Closed Session Minutes of February 10th, February 11th, March 30th and March 31st. Commissioner O'Connor seconded the motion. Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve and O'Connor voted to approve the Closed Session minutes of February 10th, February 11th, March 30th and March 31st.

Closed Session

On motion of Commissioner Hannen, seconded by Commissioner Maisonneuve and passed, the following resolution was adopted by roll call vote:

Resolution No. 2020-97.10

BE IT RESOLVED that the Township Committee will go into closed session to discuss the following, the minutes of which will be released at some time in the future at the discretion of the Township Committee:

Personnel

- Department of Public Works (DPW)

Legal Matters

- Legal update
- Affordable Housing
- OPRA

Minute Review

- Closed Session Minutes of February 10th, February 11th, March 30th and March 31st

Recorded vote:

Aye : Mayor Giblin, Deputy Mayor Prunty, Commissioners Hannen, Maisonneuve & O'Connor

Nay : None

Abstained : None

Absent : None

On motion of Commissioner Maisonneuve, seconded by Commissioner O'Connor and passed, the Township Committee returned to open session at 8:09 p.m.

The Township Committee moved to conduct the Official Meeting at 8:13 p.m. (as per the public notice, remotely and by electronic means.)

Respectfully submitted,

Patricia Donahue
Township Clerk

Dated: April 14, 2020